

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 2007-51/ANG-AGR 2007-14

OPENING DATE: 17 August 2007

CLOSING DATE: 17 September 2007

ANTICIPATED FILL DATE: 14 October 2007

POSITION TITLE AND NUMBER:

Materials Handler
PDCN: F8523000
792918

UNIT/ACTIVITY AND DUTY LOCATION:

145th Logistics Squadron,
NCANG, Charlotte, NC

GRADE AND SALARY:

TECH

WG-6907-06 \$15.03- \$17.55 per hour
AGR - Current on-board AGR members only
Pay and allowances commensurate with
military grade not to exceed MSGT/E-7.

EMPLOYMENT STATUS:

Excepted Service

WHO CAN APPLY: TECHNICIAN: The area of consideration for this position is the NATIONWIDE. Applications will only be accepted from individuals who are eligible and willing to enlist in the North Carolina Air National Guard. AGR: There is no AGR Employment Authorization for this position. The only AGR applications that will be considered for this position will be those submitted by personnel who are current on-board AGR employees of the NCANG.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Dates reflected on the KSA's must mirror dates listed on application.

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

AGR: Current AGR members must submit an Application for Active Guard/Reserve (AGR) Position (NGB Form 34-1).

Applications must be sent to: North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 18 months specialized experience which demonstrates that the applicant has acquired the below listed KSA'S. AGR: Must possess or be eligible for award of AFSC listed under "MILITARY ASSIGNMENT" on page 2 of this announcement.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must prepare separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the SF 171 when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Skill in setting up and rotating storage locations.
2. Skill in computer operations, including knowledge of the Standard Base Supply System.
3. Skill in determining shortage and overage in inventory; inspecting items to determine fair wear and tear.
4. Ability to read and interpret technical publications, manuals, and regulations.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application.

The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG. AFSC: 2S0XX. AGR grade not to exceed MSGT/E-7.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Receives and processes incoming shipments of parts and equipment. Assures incoming materiel matches that of the accompanying documentation. Examines materiel for shortages, overages and obvious damage. Prepares statements of fact detailing shortages or damage to property. Stores all in-warehouse supply and equipment items. Provides secure storage and handling of classified and sensitive items. Determines within the general warehousing plan how to arrange stock within the storage area. Stores items for convenience of handling and ease of movement. Assures that stored items are protected from damage, deterioration, and pilferage. Schedules and maintains a surveillance inspection program for items in base supply storage to assure that all assets are ready for issue. Takes necessary action to control deterioration and/or corrosion of items in storage. Assures required tags, labels, and markings are affixed to property to reflect identity, status, and condition. Makes sure that technical data is retained when retagging items. Initiates inputs to add or delete warehouse locations on item records. Conducts periodic validation of warehouse locations. Selects items to be issued and moves them to the delivery area. Issues oldest items first when dated item control applies. Assures items requiring a signature are receipted for by authorized individuals. Performs pick-up and delivery of serviceable and unserviceable equipment and supplies to and from on-base organizations as directed by the Chief of Supply. Inspects all classes of property for which the Chief of Supply has responsibility and/or accountability, including weapons, munitions, aircraft parts and components; motor vehicle parts; building and construction materials; special equipment; gasses, chemical, and wood products; packaged petroleum products; machines and communication equipment. Determines that materials are properly identified as to condition, identity, security and classification. Uses a variety of measuring devices, conversion charts to determine moisture factors on lumber and classification factors/special markings on gasses, chemicals and metals. Refers to contract specifications, technical orders, manufacturers' catalogs, stock lists, and other available guides in identifying material (inspects for deterioration and corrosion of all stocked items and initiates/recommends necessary action). Prepares reports for damaged or deficient condition. Monitors material suspect program to eliminate possible hazards or substandard material. Monitors petroleum/chemical materiel by regularly checking and inspecting all petroleum and chemical products stored in Material Storage and Distribution Branch to ensure test dates are within prescribed time frames. Coordinates with responsible agency by telephone, message, or correspondence to determine the serviceability of assets. Ensures all shelf life items are inspected quarterly for serviceability. Coordinates with Base Medical Section's Bioenvironmental Health Technician on all hazardous items to insure all items are identified on the item record. Monitors functional check program by coordinating inputs and routing items to the maintenance/supply liaison to ensure all functional check assets are ready for issue. Identifies and controls required Technical Order Compliance (TCTO), inventory, code and tag material, in accordance with TCTO furnished by Maintenance Quality Control. Endorses letter back to QC upon completion. Identifies incomplete items. Assigns applicable condition code, affixes tag, initiates requests for component items to restore to serviceable condition. Follows established guidelines in assignment of demilitarization codes for disposal items. Monitors demilitarization, required documentation and transfer of items to disposal. Downgrades low dollar value property to scrap, prepares documentation and transfers to Transportation for disposal for lot processing. Requests special inventory for items found on base. Trains all supply personnel requiring an inspector's stamp or those performing inspector duties, by signature. Some training may be accomplished during drill status. Assists in providing bench stock support to customer organizations. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1